

## Curriculum Vitae



### SUMMARY

A management professional with an exceptional 15 years track record in operational planning, development and execution with a heavy emphasis on procurement and supply chain management for turnkey projects. Excellent proficiency in project management and ERP implementation, seeking a senior managerial position in a growth-oriented company to utilize my expertise and industry knowledge to further add value.

### KEY SKILLS

- ❖ Purchasing and Procurement, Logistics, Project and Inventory Management
- ❖ Negotiations, Pricing, Material Sourcing, Financial Management
- ❖ Supply Chain Management, KPIs Generation
- ❖ Project Management, Contingency Planning, ERP
- ❖ Cost Estimation, Tender Documentation and Evaluation
- ❖ Team Building, Motivation, Analytical Skills, Communication and Interpersonal Skills
- ❖ Creativity, Problem Solving and Decision Making, Ability to work under pressure.
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- ❖ experience spans from; Consumer Products, Disposable Products, Office Supplies, IT Equipment, Security, General Maintenance and Engineering Capex.

### Professional Experience

#### **Senior Procurement Specialist**

#### **Azadea Group**

**Jan 2007 - Present**

#### **Highlights:**

- Played a pivotal role in sourcing and identifying strategic and tactical suppliers resulting in major cost savings and improvements in the quality, price, inventory and delivery for consumables items
- Successfully accomplished the implementation of new ERP purchasing modules (JDE) and QlikView KPI system
- Executed monthly inventory check and reduced variances to less than 2%
- Established controlled stock level resulting in minimizing the investment in stocks
- Spearheaded shop opening committee of new shops, renovation & change of use of more than 45 shops
- Mobilized all Capex/Opex requirements for expansion in remote countries
- Achieved and maintained an annual cost savings average of 15% on non-merchandise commodities

#### **Key Responsibilities:**

- Directing the implementation of planned procurement strategies, policies/practices and assigned projects
- Providing strategic guidance on procurement decisions, negotiating with suppliers to source products from economically viable sources. Renewing/ terminating contracts of suppliers in view of past performance
- Evaluating suppliers based on key deliverables (production, pricing, distribution and service capabilities) conforming to turnaround time, quality and cost. Establishing range planning analysis and forecasting stock level on quarterly / yearly basis
- Planning/organizing inventory considering sales requirements and optimal stock levels, evaluating purchasing activities to maintain uninterrupted flow of materials
- Managing, reviewing and maintaining all purchase orders to avail competitive prices prior to finalization. Striving to meet company's expectations regarding price, quality and timely delivery, whilst ensuring optimal resource utilization

## **Curriculum Vitae**

- *Monitoring and controlling logistical costs. Coordinating with finance department and key suppliers for payment issues, critical supplies, establishing budgets and controlling cash flow*
- *Scrutinizing inventory movement, to determine appropriateness of procurement actions. Submitting periodical status reports to the Country Manager and Group Procurement Manager, to facilitate speedy decisions*
- *As a Senior Committee member of a regional 'Shared Service Center'; advising and assisting the SSC project team in the engineering, design and implementation of processes*

### **Procurement Manager**

**La Cigale Hotel – Qatar**

**Dec 2006 – Jan 2007**

#### **Highlights:**

- *Responsible for all the procurement activities for 228 rooms occupancy and 8 restaurants*

#### **Key Responsibilities:**

- *Developed a thorough & detailed Cost Analysis Report for the entire operation*
- *Reviewed the field Journey Officers' logs for data recording, quality control, and compliance issues and provided feedback to GM Officers and the Client when necessary*
- *Coordinate weekly and monthly GM Summary Reports*
- *Negotiated tenders, monitored contractors' quality and delivery performance*
- *Streamlined all procurement activities in order to contribute to operational financial performance*
- *Maintained purchase records, progressive expenditure statement and vendor performance records*
- *Analyzed customers' needs, volume potential, discounts, price changes and planned sales campaign to achieve the company objectives*
- *Built a personal work approach designed to improve quality/service while meeting organizational objectives*

### **Assistant Procurement Manager**

**Al Habtoor Group - Lebanon**

**Dec 2004 - Dec 2006**

#### **Highlights:**

- *Oversaw the Purchasing activities for the group 3 major branches in Lebanon*

#### **Key Responsibilities:**

- *Controlled facilities, equipment capacity to achieve optimum productivity*
- *Assisted the Procurement Manager in the setup of an annual budget*

### **Assistant Procurement Manager**

**Gefinor Rotana Hotel - Lebanon**

**Aug 2000 - Dec 2004**

#### **Highlights:**

- *Responsible for all the procurement activities for 125 rooms occupancy and 5 restaurants*

#### **Key Responsibilities:**

- *Controlled facilities, equipment capacity to achieve optimum productivity*
- *Assisted the Procurement Manager in the setup of an annual budget*

### **Academic Background**

- 2 years in Lebanese faculty of Law
- Freshman Scientific Degree
- La Sagesse School - Clemenceau, Lebanon

## Curriculum Vitae

Beirut – Lebanon

Email: [Hussam\\_Hashem@hotmail.com](mailto:Hussam_Hashem@hotmail.com)

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### Computer and back of the House skills

- Oracle Based JD Edwards – Extensive knowledge of its activities and functions
- Fidelio System
- Quality Control System

### Languages

- **English:** Full proficiency
- **French:** Spoken proficiency
- **Arabic:** Full proficiency

### Training

- Conflict Resolution
- Senior Leadership Skills
- Negotiating Skills
- Critical Thinking

### Awards

- Procurement Team Leader of a strategic project; in charge of advising and assisting a Regional Team in the engineering and implementation of Procurement Processes for a 'Shared Service Center' to be located in Amman Jordan.

### Interests & Hobbies

- Soccer, Reading

### Reference:

- |                   |  |                  |
|-------------------|--|------------------|
| • Khodor Badran:  | Regional HR manager at Azadea              | 00 961 3 221 276 |
| • Georges Khoury: | Owner of Park Lane (Ex-Line Mgr at Azadea) | 00 961 3 320 037 |
| • Pierre Farhat:  | General Manager (Ex-Line Mgr at Habtoor)   | 00 961 3 685 244 |